



CITY OF SOMERVILLE, MASSACHUSETTS
DEPARTMENT OF TRAFFIC AND PARKING
JOSEPH A. CURTATONE
MAYOR

SUBJECT: Square Dedication Program

Dear Resident:

Thank you for contacting us regarding our *Square Dedication Program*. The City of Somerville's Dedication Committee reviews all requests for the dedication of squares. We welcome your request to review a specific location for consideration in the program.

Attached, please find the petition materials related to this program. Please complete the petition materials according to the instructions. Return the materials to us for our processing when completed. If you require our assistance in preparing this petition, please give us a call so we can make an appointment to discuss the petition with you.

Please note that if the person to be honored is a combat veteran, the Veterans Services Office must verify their status. If the person to be honored does not fall under the veteran criteria, this step is not required. However, please be sure to thoroughly document any activities that would warrant the dedication of a square in the person's name in the context of the dedication criteria. If approved, the processing fee, which includes the purchase and installation of the sign, is **\$125.00**.

Should you have any questions regarding these materials, please do not hesitate to contact me directly. We look forward to hearing from you in the future.

Sincerely,

James Kotzuba
Acting Director

Dedication Criteria

Background

Recently there has been a marked increase in the number of intersections and street corners ("Squares") being dedicated to residents of the City. The influx of dedication requests has placed a strain on personnel and financial resources. In addition, the current situation has resulted in an unchecked process of verifying the validity of square dedications. Therefore, criteria are required for the dedication of squares.

Criteria

The following criteria are established for eligibility to have a square dedicated in the name of a specific person or persons.

- The Individual must have contributed to the civic value of the City in one of the following ways. The individual must:
 - Have been a veteran of the armed services of the United States during hostilities, or have been permanently disabled as a result of their Service;
 - Have made a valuable and substantial contribution to the City in an official, civic, or social capacity, which sets them apart from normal civic participation in the affairs of the City. Some examples of this would be:
 - Service in public office, in either an elected or appointed capacity.
 - Service as a leader of an active organization of the community, which contributes to the social well being, and fabric of their neighborhood or the City as a whole.
 - Meritorious and distinguished service as an employee of the City, particularly as a public safety employee;
 - Have performed a heroic or distinguished act completely without regard for personal safety and welfare for the common good.
- The individual must have been a resident of the City at the time of the act or service to be recognized
- The individual must be (or have been) a resident of the ward in which the "square" will be dedicated.
- Each intersection (of three or four corners, depending on the location) will have only one dedication designated. If a request is made to dedicate a square and the square is already dedicated, a new location must be identified and submitted for approval.
- The City will determine the final location, the manner and type of dedication and the date of the dedication. The requests of the family or other proponent will be considered to the maximum extent possible.



CITY OF SOMERVILLE
DEDICATIONS COMMITTEE
C/O TRAFFIC & PARKING DEPARTMENT

REQUEST FOR SQUARE DEDICATION

Date of Petition: _____

Contact Person: _____ Telephone Number: _____
Last Name, First Name, Middle Initial

This is a petition to designate and post _____
Names of Intersection Streets or Other Identifying Information

as _____ Square. We have read the criteria required for the dedication of a square and believe that this proposal meets those criteria. We understand that the Dedications Committee will review this request and make an objective decision regarding the merits of this request.

We submit the following information as a justification for this request (attach additional sheets and supporting documentation as you may feel is necessary).

Is the person to be honored a Wartime Veteran? Yes _____ No _____

DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY
VETERANS SERVICES VERIFICATION OF WARTIME VETERAN SERVICE (IF REQUIRED)

YES _____ NO _____ VERIFIED BY: _____

DEDICATION COMMITTEE: APPROVED / DISAPPROVED DATE: _____